



Members Handbook

2021

1 Welcome

Welcome to the 2021 edition of the ISPE UK Members Handbook. The handbook has been produced to provide a UK-focussed overview of ISPE member benefits, pointing you to the extensive range of resources available across the organisation but with a local emphasis. These benefits include unique access to sources of industry knowledge and networking which offer members the opportunity to enhance their skills and develop as valued pharmaceutical industry professionals.

Our ambition in the UK is to fully contribute to ISPE's overall mission and vision in supporting the growth

ISPE Mission

ISPE is the global industry leader in connecting pharmaceutical knowledge to deliver manufacturing and supply chain innovation, operational excellence and regulatory insights to enhance industry efforts to develop, manufacture and reliably deliver quality medicines to patients.

ISPE Vision

Provide solutions to complex pharmaceutical industry challenges through manufacturing innovation, member and workforce development, technical, regulatory, and compliance collaboration.

and capability of our industry and ultimately to help provide better healthcare outcomes for patients.

Context

ISPE has been providing professional support and development opportunities to the industry for over three decades. The COVID-19 pandemic has emphasised the vital contribution the biopharmaceutical industry makes to global healthcare.

In the UK we quickly established the ISPE UK Covid Taskforce to identify individuals and companies with expertise in areas aligned to the pandemic response. Examples are PPE provision, testing capability and vaccine manufacture. The Taskforce, in collaboration with other UK professional bodies, had a recognised involvement in the Government's Covid-19 response.

Knowledge gained through involvement with ISPE has enabled our members to directly contribute to the provision of numerous life-enhancing medicines over the years. Recently the processes and facilities brought to bear in debottlenecking vaccine manufacturing and PPE supply chains have involved UK members.

Communications

The prime channel for ISPE UK communications is through our website including member profiles, events and future diary dates and the affiliate newsletter:

<https://ispe.org/uk>

Contents

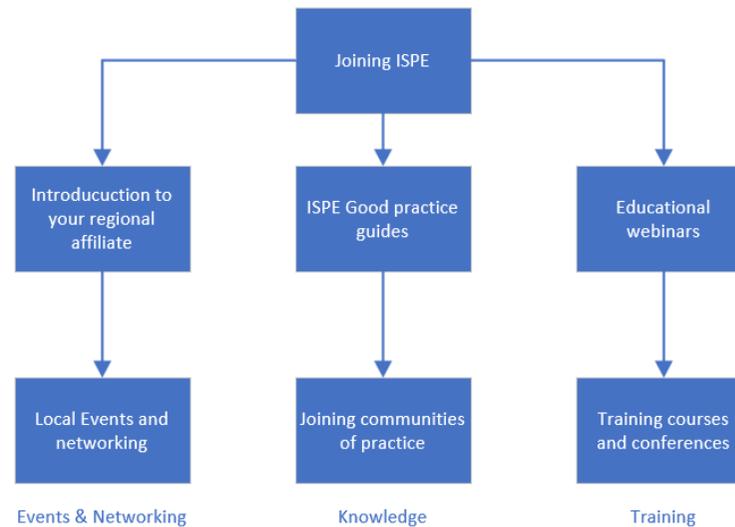
- 1 Welcome**
 - Context
 - Communications
 - Handbook Outline
- 2 Overview**
 - Background
 - ISPE Today
 - Structure
- 3 Knowledge**
 - Publications
 - COPs
 - Social Media
- 4 Events**
 - UK Events
 - Regional Events
 - International Events
- 5 Training**
 - Classroom
 - Online
 - Vocational
 - Mentorship
- 6 Volunteering**
 - UK Board
 - Regional Committees
 - Workstreams
 - Authoring
 - Hosting
- 7 Further Information**
 - Useful Links
 - Feedback

Handbook Outline

The handbook provides an overview of ISPE provision in the UK by summarising activity and membership benefits across our main areas of focus:

- Knowledge - development & sharing
- Events and networking – virtual & local
- Training – formal & informal

The figure depicts the typical ‘flow’ of membership engagement and subsequent opportunities for involvement as a volunteer.



Contents

- 1 Welcome**
 - Context
 - Communications
 - Handbook Outline
- 2 Overview**
 - Background
 - ISPE Today
 - Structure
- 3 Knowledge**
 - Publications
 - COPs
 - Social Media
- 4 Events**
 - UK Events
 - Regional Events
 - International Events
- 5 Training**
 - Classroom
 - Online
 - Vocational
 - Mentorship
- 6 Volunteering**
 - UK Board
 - Regional Committees
 - Workstreams
 - Authoring
 - Hosting
- 7 Further Information**
 - Useful Links
 - Feedback

2 Overview

Background

ISPE UK Affiliate was established in 1987 and quickly expanded to over a thousand members by the mid-90s. To ensure the organisation fully recognised the strength of local representation the UK organisation decentralised to four regions (*Central, North East, North West and Southern*). Members in Scotland, Wales and Northern Ireland affiliate with their most convenient geographical region.

ISPE Today

Initially membership was primarily amongst the engineering community but this has now greatly broadened to include a wide range of occupations from pharmacists, regulatory specialists, through R&D scientists and IT professionals.

Furthermore, membership extends to all sectors of the industry – R&D & operating companies, suppliers, design & construction companies and consultants all providing balanced representation and viewpoints.

This diversity of skills, knowledge and perspective in one professional body is pretty-well unique to ISPE and having involvement in a network of individuals with this technical and corporate reach is one of the underlying benefits of membership.

Structure

ISPE UK is constituted as a Ltd Company with a registered but wholly voluntary Board. It is a not-for-profit undertaking with income from events and training reinvested for the benefit of affiliate members.

Membership is made up of individuals, either self-funded or paid through their employer, but there is no differentiation of member status nor benefits between these categories.

ISPE is always appreciative of companies that fund membership and certainly wish to encourage this. Our commitment to employers is that investment in membership should quickly payback in terms of benefit to the individual, the company and the wider industry.

Alongside wide technical reach, ISPE actively encourages cultural diversity ensuring the organisation reflects the breadth of talent in the industry and wider society. Particularly successful in the UK has been our ‘Emerging Leaders’ and ‘Women in Pharma’ networking groups.

“I joined ISPE because I wanted to be part of an organization that involved local industry leaders and hopefully be mentored by them. When I graduated from university, my focus as a member shifted to gaining technical knowledge by participating in seminars with both local and international speakers. Through attending one of these seminars, I was able to secure my first job. I served as Chair of the ISPE Philippines Affiliate Emerging Leaders Committee, and I urge students and recent graduates to become members of ISPE to enjoy the benefits of being part of an international community.”

— Rachel Ann Fernandez, Philippines Affiliate

Contents

- 1 Welcome**
 - Context
 - Communications
 - Handbook Outline
- 2 Overview**
 - Background
 - ISPE Today
 - Structure
- 3 Knowledge**
 - Publications
 - COPs
 - Social Media
- 4 Events**
 - UK Events
 - Regional Events
 - International Events
- 5 Training**
 - Classroom
 - Online
 - Vocational
 - Mentorship
- 6 Volunteering**
 - UK Board
 - Regional
 - Committees
 - Workstreams
 - Authoring
 - Hosting
- 7 Further Information**
 - Useful Links
 - Feedback

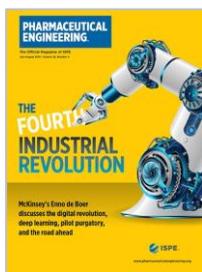
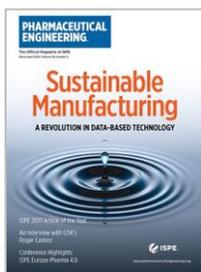
3 Knowledge

Knowledge sharing across the pharmaceutical industry is arguably ISPE's most valuable membership benefit. Fundamentally this knowledge is intangible, locked-in to the skills and experience of the membership. Fortunately, much of this has been willingly shared and captured in well-respected industry publications and other media.

This section summaries how this wealth of information can be accessed and further developed by those wishing to share their own insights.

Publications

'Pharmaceutical Engineering' (PE) is our monthly journal which includes ISPE news, updates and peer-reviewed papers providing in depth articles on all aspects of pharmaceutical science and technology. PE is included within the membership fee and is available both as paper-copy and online (*you make your choice in 'my account' via ISPE.com*)

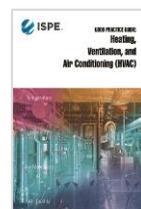
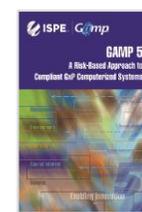


The core knowledge base of guidance and other documents is accessed via the ISPE website publications page:

<https://ispe.org/publications/guidance-documents>

The publications are split between:

- Good practice guides reflecting current regulatory expectations and industry best practices
- Baseline guides published with input from regulatory agents and describing compliant minimum acceptable standards
- Other guides including: APQ & PQLI quality initiatives, sustainability handbook, investigational products and affiliate specific books



The guidelines are continually being supplemented and updated as industry responds to advancing technology and regulations. The Board is keen to see the strength of the industry in the UK reflected in our contribution to this process - please do keep an eye out for calls from ISPE for authors and editors to contribute to these updates.

Contents

- 1 Welcome**
 - Context
 - Communications
 - Handbook Outline
- 2 Overview**
 - Background
 - ISPE Today
 - Structure
- 3 Knowledge**
 - Publications
 - COPs
 - Social Media
- 4 Events**
 - UK Events
 - Regional Events
 - International Events
- 5 Training**
 - Classroom
 - Online
 - Vocational
 - Mentorship
- 6 Volunteering**
 - UK Board
 - Regional Committees
 - Workstreams
 - Authoring
 - Hosting
- 7 Further Information**
 - Useful Links
 - Feedback

COPs

Communities of Practice (COPs) are virtual networks having a common theme on specific areas of the pharmaceutical industry. The COPs are used to share experiences, articles, presentations and tips amongst members. COPs have wide international involvement with good UK representation often supplemented with local UK based events. Members-only access to the 'Community Connection' COP tool is via the website.

This page lists the available COPs and provides instructions for joining-up:

<https://ispe.org/membership/communities-practice>



Members can join an unlimited number of Communities of Practice and enter the discussion immediately. Typically, new members join a range of COPs to understand the content then focus in on those that suit their current need and to which they can best contribute their own knowledge.

Social Media

ISPE actively makes use of social media to extend communication channels to its members. Links to ISPE areas on LinkedIn, Facebook and Twitter are available on the website. In the UK we use LinkedIn, in particular,

for announcing UK Affiliate news, sharing up-coming event notifications and registration links etc.

This forum is also used heavily for sharing less formal knowledge and intelligence about the industry and colleagues.

Please be conscious this is an open yet moderated forum and, of course, employers' social media policies must always be adhered to.



ISPE also has its own effective member-only social media blogging site with **iSpeak** which runs alongside PE. This forum allows members to download PE articles, propose future articles, introduce new concepts via white-papers and discuss topics of interest with authors and wider membership.

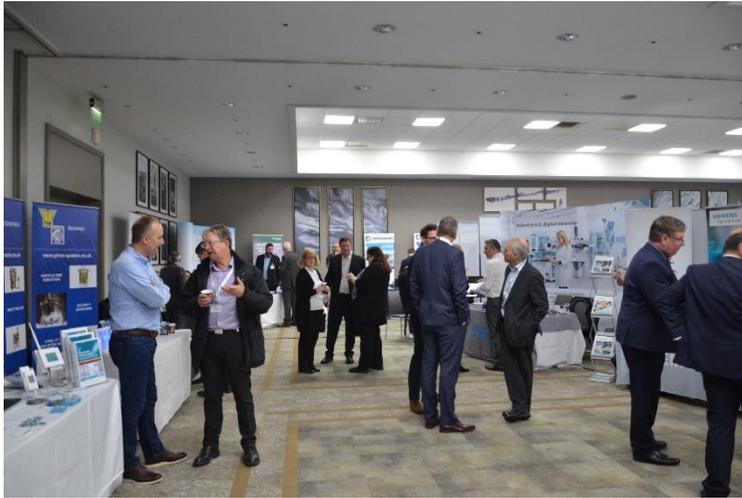
A recent service which has proved popular with members is [ISPE SmartBrief](#) which is a weekly digest of industry news sent to your preferred e-mail address or available via the web.

Contents

- 1 Welcome**
 - Context
 - Communications
 - Handbook Outline
- 2 Overview**
 - Background
 - ISPE Today
 - Structure
- 3 Knowledge**
 - Publications
 - COPs
 - Social Media
- 4 Events**
 - UK Events
 - Regional Events
 - International Events
- 5 Training**
 - Classroom
 - Online
 - Vocational
 - Mentorship
- 6 Volunteering**
 - UK Board
 - Regional
 - Committees
 - Workstreams
 - Authoring
 - Hosting
- 7 Further Information**
 - Useful Links
 - Feedback

4 Events

Events are the prime means by which the benefits of ISPE membership are provided through more local engagement and volunteer involvement in ISPE.



Networking during Trade Exhibition at the Annual Conference

UK Events

The flagship UK event is the Annual Conference and Awards Dinner which takes place in November and is hosted in rotation around the four regions. This event consists of a day-time technical conference on a significant strategic theme of wide interest across the industry. This is followed by an evening black-tie dinner and awards ceremony with networking and socialising

opportunities throughout the evening. Delegate fees are offset by running a trade exhibition during the day with the opportunity for supply chain companies to showcase their equipment or services to attendees.

A daytime-only Summer Conference is also organised typically with more operational and detailed subject matter included.

With the growing popularity (*and recent necessity*) of moving to online events such as webinars and hackathons, local regions are offering their events for UK-wide and international access. The Events Committee coordinates these local offerings, both in time and subject matter, to ensure a strong, varied and well-phased set of events is made available to our members.

Regional Events

Regional events are organised to take advantage of face-to-face engagements within reasonable travel distances, though members from 'out-of-region' are still very welcome to attend.

The local events are a mixture of seminars, social gatherings and site visits. For example, viewing a newly completed pharma unit or visiting applicable facilities in other industry sectors. Typically, these events take place early evening so as not to disrupt the

Contents

- 1 Welcome**
 - Context
 - Communications
 - Handbook Outline
- 2 Overview**
 - Background
 - ISPE Today
 - Structure
- 3 Knowledge**
 - Publications
 - COPs
 - Social Media
- 4 Events**
 - UK Events
 - Regional Events
 - International Events
- 5 Training**
 - Classroom
 - Online
 - Vocational
 - Mentorship
- 6 Volunteering**
 - UK Board
 - Regional Committees
 - Workstreams
 - Authoring
 - Hosting
- 7 Further Information**
 - Useful Links
 - Feedback

working day. The evening seminars might consist of two or three speakers tackling a common subject from different perspectives. In the past the '*Introduction to....*' series has proved popular for members wishing to gain an entry level understanding of a particular aspect of the industry.

Regional chairs are always happy to hear from potential speakers and site visit hosts.

International Events

Most international affiliate and chapter events are available to UK members. The ISPE European Affiliate organises two major multi-day conferences a year on significant pharma topics-of-the-moment. These are advertised via e-mail (*subject to a member's contact preferences*). Members receive a significant delegate discount for these events.

Contents

- 1 Welcome**
 - Context
 - Communications
 - Handbook Outline
- 2 Overview**
 - Background
 - ISPE Today
 - Structure
- 3 Knowledge**
 - Publications
 - COPs
 - Social Media
- 4 Events**
 - UK Events
 - Regional Events
 - International Events
- 5 Training**
 - Classroom
 - Online
 - Vocational
 - Mentorship
- 6 Volunteering**
 - UK Board
 - Regional Committees
 - Workstreams
 - Authoring
 - Hosting
- 7 Further Information**
 - Useful Links
 - Feedback

5 Training

ISPE recognises that, in the UK, continuous professional development (CPD) is directed primarily via member's Professional Bodies. As such, ISPE UK does not offer formal professional qualifications.

That said, most CPD frameworks require an individual to take accountability for their own development. ISPE, both in the UK and internationally, offers focussed training events and broader learning opportunities that can contribute to a members CPD.

Classroom

ISPE UK will soon have the capability to organise training events based on verified ISPE training material and led by respected industry subject matter leaders. These events are offered on an 'at cost' basis, requiring a critical mass of delegates to make them viable. The Board is keen to ensure that a broad training portfolio is catered for and would be interested in hearing from companies on their specific demands and those willing to host such events.

The wider networking benefits that external training events provide should also be recognised.

Online

ISPE centrally run a full curriculum of online training events ranging from personal training, that you complete at your own pace, through to scheduled live online events. These can be accessed via the website: <https://ispe.org/calendar>

Vocational

On-the-job training should never be underestimated as a means of personal development and many companies in their performance management schemes expect their workforce to take advantage of learning through executing their role.

Making use of ISPE publications and events and building the use of these as resources into annual improvement targets becomes a powerful tool to self-learning and development.

ISPE guidance documents are all peer reviewed and provide an accurate, accepted and up-to-date basis from which individuals can confidently build their CPD

Mentorship

Formal and informal [mentorship](#) is integral to the UK affiliate's activities.



Contents

- 1 Welcome**
 - Context
 - Communications
 - Handbook Outline
- 2 Overview**
 - Background
 - ISPE Today
 - Structure
- 3 Knowledge**
 - Publications
 - COPs
 - Social Media
- 4 Events**
 - UK Events
 - Regional Events
 - International Events
- 5 Training**
 - Classroom
 - Online
 - Vocational
 - Mentorship
- 6 Volunteering**
 - UK Board
 - Regional Committees
 - Workstreams
 - Authoring
 - Hosting
- 7 Further Information**
 - Useful Links
 - Feedback

6 Volunteering

As with any volunteer-led organisation the principle “the more you put in the more you get out” applies. ISPE UK is reliant on willing volunteers to direct and manage local services provided to members.

The range of opportunities are considerable. Some of these are described below but we encourage members to chat with established volunteers to better tailor an opportunity and provide relevant contacts.

UK Board

The Regional Chairs and other elected members form the UK Board. Board members tend to be longer-standing volunteers and co-opted members with particular experience or technical expertise. Please keep an eye out for AGM notices in case you want to help.

The UK Board produces a regular newsletter to keep members up to date with all that is happening in the affiliate. Ideas for articles are always welcome.

Regional Committees

Most UK volunteers become involved through local contacts and events by supporting a Regional Committee. The Regional Committees organise locally hosted seminars, socials and site visits. The

monthly committee meetings are a mix of face-to-face and virtual.

Once every four years the regional committee takes ownership of organising the UK Annual Conference and Awards Dinner, supported by the UK Board. This is an ideal opportunity of members to provide support in whatever capacity they are able to offer in return for network exposure and direct experience of coordinating a prestigious conference.

Workstreams

Cross-cutting strategic workstreams include Communications, Membership Development, Events, Diversity & Inclusion (Women in Pharma, Emerging Leaders), plus focused project initiatives e.g. Covid Taskforce.

Authoring

As noted in the Publications section there are many openings for members to contribute and become known professionally through authoring, editing or reviewing technical papers, articles and blogs.

Hosting

ISPE UK are always looking for volunteers to host events such as evening seminars and factory visits. Please do contact your UK or Regional Committee Chair if you or your company can offer any openings here.

Contents

- 1 Welcome**
 - Context
 - Communications
 - Handbook Outline
- 2 Overview**
 - Background
 - ISPE Today
 - Structure
- 3 Knowledge**
 - Publications
 - COPs
 - Social Media
- 4 Events**
 - UK Events
 - Regional Events
 - International Events
- 5 Training**
 - Classroom
 - Online
 - Vocational
 - Mentorship
- 6 Volunteering**
 - UK Board
 - Regional Committees
 - Workstreams
 - Authoring
 - Hosting
- 7 Further Information**
 - Useful Links
 - Feedback

7 Further Information

Useful Links



Affiliate webpages including how to join:

<https://ispe.org/uk-affiliate>



Online newsletter:

<https://ispe.org/uk-affiliate/newsletter>



Available COPs and how to join them:

<https://ispe.org/membership/communities-practice>



ISPE website publications page:

<https://ispe.org/publications/guidance-documents>



Keep up to date with events and affiliate conversations via LinkedIn:

<https://uk.linkedin.com/company/ispe-united-kingdom-affiliate-ltd>



Recordings of past events:

[ISPE UK Affiliate - YouTube](#)



Communications Lead:

ukboard@ispeuk.org

Feedback

For queries about the handbook, wider ISPE questions or enquiries on how you can contribute to ISPE UK as a volunteer please e-mail our UK chair who will be able to point you in the right direction:

pat.dury@ispeuk.org

Contents

- 1 Welcome**
 - Context
 - Communications
 - Handbook Outline
- 2 Overview**
 - Background
 - ISPE Today
 - Structure
- 3 Knowledge**
 - Publications
 - COPs
 - Social Media
- 4 Events**
 - UK Events
 - Regional Events
 - International Events
- 5 Training**
 - Classroom
 - Online
 - Vocational
 - Mentorship
- 6 Volunteering**
 - UK Board
 - Regional
 - Committees
 - Workstreams
 - Authoring
 - Hosting
- 7 Further Information**
 - Useful Links
 - Feedback